

Action words for 4-H Record Books

The words we use to describe our work in 4-H can have as big of an impact as the project we do. Do not be timid when writing your record books and telling your 4-H story, rather, show off what you have done with language that accurately describes your 4-H experiences.



Accomplished	Delegated	Interacted (with)	Recruited
Achieved	Delivered	Interviewed	Referred
Acted	Demonstrated	Inventoried	Refined
Adjusted	Described	Investigated	Regulated
Administered	Designed	Made	Reorganized
Advertised	Developed	Maintained	Repaired
Advised	Directed	Managed	Reported
Analyzed	Dispensed	Marketed	Represented
Arranged	Distributed	Measured	Reproduced
Assembled	Drafted	Mentored	Researched
Assessed	Edited	Mobilized	Retrieved
Authorized	Enabled	Monitored	Revamped
Began	Encouraged	Negotiated	Reviewed
Budgeted	Established	Observed	Revised
Built	Evaluated	Obtained	Scheduled
Calculated	Executed	Operated	Selected
Chaired	Experimented	Orchestrated	Served
Changed	Facilitated	Ordered	Simplified
Clarified	Filed	Organized	Sold
Coached	Formed	Oversaw	Solicited
Collaborated (with)	Fostered	Participated (in)	Spearheaded
Collected	Generated	Persuaded	Stimulated
Communicated	Guided	Planned	Studied
Compiled	Handled	Prepared	Supervised
Composed	Headed	Presented	Synthesized
Computed	Hosted	Processed	Targeted
Conducted	Identified	Produced	Taught
Constructed	Illustrated	Programmed	Tested
Controlled	Implemented	Proof-read	Trained
Coordinated	Increased	Publicized	Tutored
Corresponded (with)	Initiated	Published	Undertook
Counseled	Inspected	Purchased	Updated
Created	Inspired	Rated	Utilized
Cultivated	Installed	Recommended	Verified
Defined	Instructed	Recorded	Wrote